STAFFING CONVERSION #26

	Approv	ed For Relea	clas se 2001/08/07 :	sification CIA-RDP78-07181R	100020001	0011-4			
	{	COI	MPUTER SERV	ICES REQUEST F	ORM				
	REGUESTING OFFICE	/CD/SRB		COMPONENT 12760070		REQUESTOR'S CONTROL NO.	26		
STATINT	REQUESTOR'S NAME					DATE 3 Feb 1972 8 August 1971			
	SERVICE REQUESTED (use additional s	heets if necessary)							
	Staffing Sys	tem Convers	sion No. 26:						
	Using the mo		T/O Master Fi	lle, prepare repo	ort 197,	excluding all non-			
	by division. All the occupational the space allocates	Low a 2 incl title and t ted for the Ll allow PM Les and occ	n space between the schedule of occupational of the post, in a pational code	en the space alloof the grade and, code and the graff required, the nest to the report,	ocated fo a one i ade of th new and/o reducin	lowing by office and r the printing of nch space between e position. This r revised military g the necessity for			
			,			STATIN'	TL		
	WORK	ORDER W	RITTEN FOR	r the record					
	TARGET DATE FOR COMPLETION	re oprovajon	APPROVED BY						
	T IIIO. MALEET C		T WRITE BELOW THIS	LINE-TO BE COMPLETED	BY OCS	***			
	TYPE OF REQUEST (code)			DATE RECEIVED		OCS TASK NO.			
	PROJECT NAME		EST. MANHOURS	SPECS RECEIVED (DATE)		REQUEST RECEIVED BY			
	ASSIGNED TO		I						
	ESTIMATED COMPLETION DATE		DATE COMPLETED		ACTUAL MA	ACTUAL MANHOURS			
	REMARKS								
	REPRAINS								
				DATE		APPROVED BY			

Approved For Release 2001/08/07: CIA-RDP78-0718 R000200010011-4

OBSOLETES PREVIOUS

Classification

(13-21-38)

FORM 930

MANIPOWER & I	PERSONNEL			13 11.3				oved Fo					en fillet 3-RPP78						1						
ETUNCH		REPOR	T NUMBER		<u> </u>		T			PREPAR	ED BY			T			RE	QUEST O	3			Time to	REPORT	CLASSIF	icatio
MIROL #	SPECTAL		NEW	REVIS	I NOI	DATE 10/DA/YR			HAME			OFFI	CE PHO	ΝE			NAME			FPICE	PH.NE	C NF	(D	SECRET	
Įβ					.						,														1
				L								TRAIN	ING DATA				T			LANGUAG	E DATA			CTARAD	S DAT
PGRT TITLE () TYPES 0		L AND/0	R ITEMS-	TO BE I	EX CLUDED	FROM REP	ORT (X)		INT- ERNAL	EXT- ERNAL	COURSE	, , , ,	ATTEND F/T F		ILE PU	RGE COLE	Z R	FAC W P	rop.s	T TES	T CLA	IM CIT		PARTICI D E	PANT N S
									i			Ш	L			பப	لىلىا	Щ						$\sqcup \bot$	
		PERSON	NEL DATA	·		, , , ,				1	<u>. 1 - </u>	SE	· · · · · · · · · · · · · · · · · · ·	T :	IT RATE	<u> </u>	SUB/CT	'C.Y		SITION DA			EAS DATA		NTRAC YPE 0
OP COM SPI		AF MIL	CON- TRACT	COMP RE	MAS SEF	PART AN TIME TA		DET SUM OUT ONLY	GS (GS 1		2 3 4	5 6 7			X T A	ВСП		NON GS	GS MIL	DEV PEN		OS TOY		C F
HER CRITIZRIA ECIAL CONDIC									· · · · ·								,				-	· · · · · · · · · · · · · · · · · · ·			
TEL DE CONTE BERST TO LO		>>			1	A D		2	A D		3		A D .		4	A D		5		D .	6	<i>1</i>		7	
PTING SEAT	ENCE BY									+							<u> </u>								
TALS BY VEHILLOW BY				-													l					··········			
PREAD ITEM 1	TOTALS BY																								
TEGLIENCY		DATLY			r -Monta			MI-ANNUAL	CF		PAY PERIO		SYST	EMS		ERSONNEL		1_	MEDICA		L OT!	FR (SPEC	PY)	-	ATA A
RIODS	-	RI-WEEK WEEKLY	LY	+	MONTHLY		_	AL-CALENDA AL-FISCAL	LR	OTHE	R (SPECI	FY)	US			RAINING ECURITY			LOGIST		-			MO	A.I
PE OF	116	14		SCREE	QUARTER!	OTHER		CING PER	INCH	TV	PE OF RE	PORT	J	<u> </u>		BINDERY		LL	100131	ESTIMA'	TET I	ISTRIBUTI	E TO: M	AIL-HANI	CAFG
MUSIC			11"	10"	11"					TAB	LIST	CARDS	OTHER	BURST		L DECOLA	TE BI	ND O	THER		CASES				
OF PARTS																									

Approved For Release 2001/08/07 ; CIA-RDP78-07181R00020001001 4

Approved For Release 2001/08/07 COMPUTER SER	: CIA-RDP78-07181R00020 RVICES REQUEST FORM	
R STING OFFICE	COMPONENT	REQUESTOR'S CONTROL NO.
OP/CD/SRB	12760070	12000 - 1200 - 1
REQUESTOR'S NAME	STATINTL	DATE
SERVICE REQUESTED (use additio		

Stabiling System Conversion No. 26:

Using the most current T/O Master File, prepare report 197, excluding all non-military positions.

print three copies of the report on 143 form, 10 x 15, overflowing by office and by division. Allow a 2 inch space between the dpace allocated for the printing of the occupational title and the schedule of the grade and, a one inch space between the space allocated for the occupational code and the grade of the position. This extra spaning will allow PMCD to post, if required, the new and/or revised military occupational titles and occupational codes to the report, reducing the necessity for preparing Staff Complement Change Authorization Forms, Form 261.

WURK DROER WRITTEN FOR THE RECORD -

			STATINTL
TARGET DATE FOR COMPLETION	APPROVED BY		
The state of the s	OT WRITE BELOW TI		
TYPE OF REQUEST (code)		DATE RECEIVED	OCS TASK NO.
PROJECT, NAME	EST. MANHOURS	SPECS RECEIVED (DATE)	REQUEST RECEIVED BY
ASSIGNED TO			
ESTIMATED COMPLETION DATE	DATE COMPLETED	ACTUAL M	ANHOURS
REMARKS			
	· · · · · · · · · · · · · · · · · · ·		

Carry Charles Co. 1974 To Carry Co. 1974 To Carr		es years	
LIBORE STRUCTURE SEE STRUCTURE MANAGEMENT			APPROVED BY

	n e e e e				<u> </u>	1 1	. S	-E-C-R-E	-т (wню	N FILLED	IN)						<u> </u>					. 119
MANPOWER	& PERSONNEL				Approv	ed For RePe	<u>E</u> spe 8 00	R 1708/9	P.EQ	-RÞ#78-	4 7181(\$\$\$ \$200	010011	-4				· 				
CUESTOR'S	;	REPORT NUMBE		DATE			PREPAR	ED BY	1		_		N/	REQUI IME	ESTOR	PPI	ICE PHI	VE	C.NFID	ORT CLAS		TI
<u>πεου#</u> ¦β	SPECIAL	NEW	REVISION	MO/DA/YR		NAME			OFFICE	E PHON	E					- · · ·	.02		U.RFIP	J GECH		
					<u> </u>			·	TRAINII	NG DATA					-	LAN	GUAGE DATA			CIA	RADS DA	ΑT
EPORT TIT		ol and/or items	S-TO BE EXCLU	DED FROM REPO	RT (X)	INT- ERNAL	EXT- ERN AL	COURSE 1		ATTEMD S		PURGE 3 P N	CODE K S Z	R d	P S		TEST	CLA IM	DIS- CLAIM	PART A I S	I CIPATO	S
		PERSONNEL DAT	PA .				L					ــــــــــــــــــــــــــــــــــــــ		<u> </u>	Н	POSITIO	ON DATA	1	VERSEAS :	ATA	C.MTRJ	A C
	SRE STAFS		DEW PRIED	SEP PART ANN	U DET DET T IN OUT		GS HJ-Q:	S 2 3 1 2	SFX			RATE M U X		лв/стсч с р	NU	i GS		PEND REAS	PEN PUS	YCT	TYPE B C F	-
MER CRITE	ERIA OR VDITIONS		<u> </u>					111		- 												_
VEL OF CO		->-	1	A D	2	A		3		A D	ц		D D		5	. A	<u> </u>	6	A D	<u> </u>	7	
	EKTETCE BY		-		-												+					_
OTALS BY			-																			_
PAFAE ITE	EM TOTALS BY													- 1	-1	•	·			Т	ስፖልባ	
REQUENCY ERIODS		DAILY BI-WEEKLY	PI-MOI MONTI			ANNUAL CF CALENDAR FISCAL		PAY PERIO		SYSTE USE		TRAIN SECUE	IING		FI	NANCE GISTICS		OTHER	(SPECTRY)	Мо		_
YPE OF	116	143	SCREEN		LINE SPACIN		ТY	PE OF RE	PORT			BIN	ERY	,			TIMATEL	DIST	RIBUTE TO	MAIL-!	AND CA	(Pd
ORM	2, <u>1</u> ,11	10" 11"	10" 11'	"	SINGLE DOU	BLE OTHER	TAB	LIST	CARDS	OTHER	PURST	DRILL I	ECOLATE	BIND	OTHE	R PAG	ES CASES	-				

Approve For Release 2001/08/07 ; CIA-RDP78-07181R0002000100114

Approved For Release 2001/08/07: CIA-RDP78-07181R000200010011-4

STAFFING SYSTEM CONVERSION REQUIREMENTS

CONVERSION NUM	SEK -			
	•	•	•	
REQUIREMENTS:	Purge DCI other, DDS oth	er, DDP other, DD	oI other and DDS8	iT other
	records that follow the	last office recor	d within each or	ne of
	the respective Directora	rtes on the curren	t T/O Master.	
		•		•
			•	
REMARKS:	1. Note: These records	have not been ro	norted for annua	
		nave not been le	porced for appro	ximately
•	five years.	a		
	2. This cannot be accom	plished until the	total conversio	n to the
	new Staffing System.	A few report pro	ograms currently	used
	these records for re		•	
	Directorate.			•
	:* س		•	•.
•				
			•	•
		•		•
	**************************************		•	·
•		•		•
RESPONSIBLE COM	PONENT :			
DECITIONES DE CO	,	71		•
REQUESTED DATE	: 30 JULY	/1	:	
REQUESTED COMPL	ETION DATE:			
	-			
COMPLETION DATE				• .

Approved For Release 2001/08/07 : CIA-RDP78-07181R000200010011-4

Approved For Release 2001/08/07: CIA-RDP78-07181R000200010011-4

STAFFING SYSTEM CONVERSION REQUIREMENTS

28

CONVERSION NUMBER

REQUIREM	ENTS:					
the	vide for the ide current T/O mas ter list) and Re	ter file and	l print them or	n Report 197	fields i	n .
See	attachments for	specificati	ons.			
	 Location Code Footnote Code Supervisor C 	5.	Emergency Rel Position Titl Abbreviated (le Suffix	.	
REMARKS:						,
1:	The above is in 18 & 20.	support of	Conversion Num	bers 05, 06,	13, 15,	16,
2.	This will provi items into the prior to the to	current syst	em, which show	ald be finish	ed	
3.	Work order (For	m 930) will	be prepared by	SRB/OP.		
		ent ^{co}		•		
			•		•	•
				· .	·	-
RESPONSI	BLE COMPONENT	: M&PB/OCS	& SRB/OP			-
REQUESTE	D DATE	: <u>30 J</u>	uly 71	÷.		
REQUESTE	D COMPLETION DAT	E:				
COMPLETIO	ON DATE	: 31	Aug 1971.			

Approved For Release 2001/08/07 : CIA-RDP78-07181R000200010011-4

PROGRAM SPECIFICATIONS

REF: STAFFING Conversion Number 28

1. Provide for the identification of the following new data fields in the current T/O master file. Change the T/O edit program to permit them as input.

	Data Name	Record <u>ID</u>	Location in Record	<u>Edit</u>
A.	Location Code	P	Item 7 - Follows MANS Code	5N or Blanks
В•	Footnote Code	P	Follows Location	l Special Char or Blank
C.	Supervisor Code	P	Follows Footnote	l Alphanumeric or Blank
D.	Emergency Relocation Code	P	Follows Super- visor	l Char = "E" or Blank
F	Position Title Suffix	P	Follows Emergency Relocation	5 Alphanumerics or Blank
F.	Abbreviated ORG Title	H	Item 9 - First 5 Characters	5 Alphanumerics or Blank

- 2. Change Report 197 (T/O Master List) to reflect all the new data items. See attached report layout. Page overflow by Office & Division codes, with exception of 997, 998 and 999 Division Codes.
- 3. Change Report 140 (Position Control Register) to allow for the printing of:
 - (a) Abbreviated Org Title in the Employee Number column
 - (b) Emergency Relocation Code in the PCS O/S Date (MO) column
 - (c) Supervisor Code in the PCS O/S Date (YR) column
 - (d) Location Code in the Station Code column